

Happy Tuesday!

⦿ Materials:

- Notebook
- Pen/pencil

⦿ Bell Work:

- Take your Goal sheet off the back wall.
- Glue it into your Journal section and put today's date.
- Choose 1 goal and write it as SMART goal. Remember to write it as one complete SMART goal statement.

Will and Won't Power

HABIT 3

PUT FIRST THINGS FIRST

Make it a habit

◎ Habit 1 “Be Proactive” says....



- *“You’re the driver, not the passenger, of your life”*

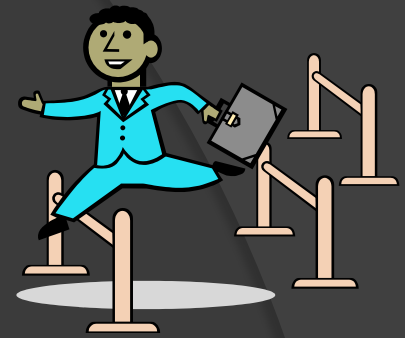
◎ Habit 2 “Begin with the end in mind” says...

- *“Decide where you want to go and how you’ll get there”*



◎ So now for Habit 3 “Put first things first”...

Habit 3



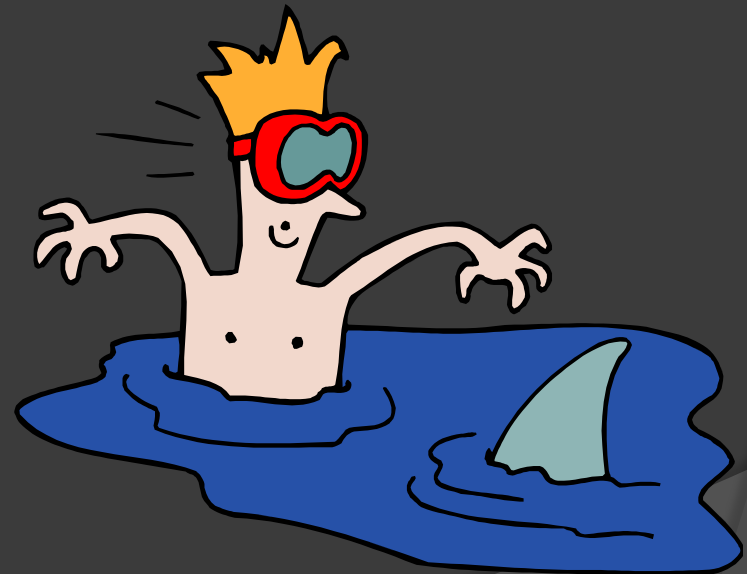
- ◎ Habit 3 “Put first things first” says ...

“Get there! Don’t let roadblocks knock you off course.”

- ◎ This is the habit of *will-power*
 - The strength to say **yes** to your most important things
- ◎ It’s also the habit of *won’t-power*
 - The strength to say **no** to less important things and peer pressure

Made up of two parts

- Learning to prioritize and manage your time
- Learning to overcome fear and peer pressure



Part One: Time Management

Important vs. Urgent

- ⦿ Important- your first things, activities that contribute to your mission and your goals, your most important things.
 - Examples?
- ⦿ Urgent-pressing things, in-your-face things, activities that demand immediate attention
 - Examples?

When we focus on urgent things,
the important things get pushed aside

The 4 Time Quadrants

URGENT

NOT URGENT

1
THE PROCRASTINATOR

2
THE PRIORITIZER

3
THE YES MAN

4
THE SLACKER

IMPORTANT

NOT IMPORTANT

Q1 THE PROCRASTINATOR

Motto: “I’m going to stop procrastinating...sometime soon.”

- ⦿ There will always be Q1 things that we can’t control
 - Last minute meeting
 - Illness
- ⦿ By putting things off, like projects or cramming for tests, people become a “stress case”
- ⦿ Spending too much of your time here causes
 - Stress and anxiety
 - Burnout
 - Mediocre performance



Q3 THE YES MAN

Motto: “Tomorrow, I’m going to be more assertive-if that’s okay with you.”

- People who spend a lot of time in this quadrant attend to matters that are urgent and may seem important, but are not. For example, a ringing phone. This quadrant is also full of things that are important to other people, but are not important to you
- Results of spending too much time here:
 - Being a people pleaser
 - Lack of discipline
 - Feeling like a doormat for others to wipe their feet on



Q4 THE SLACKER

Motto: "Let's just hang out."

- ⦿ The Slacker is a professional loafer. He loves anything in excess, like too much T.V., too much sleep, too much time on the phone or Web, and too much time at the mall.
- ⦿ This is the category of waste and excess. There is nothing here that is urgent or important
- ⦿ What appears to be relaxation turns into wasted time
- ⦿ The results of Q4 are
 - Lack of responsibility
 - Guilt
 - Flakiness



Q2 THE PRIORITIZER

Motto: "First things first."

- ◉ The quadrant of excellence. This person plans ahead for doing first things first.
- ◉ The Prioritizer has the simple but powerful habit of planning ahead. He does his homework on time, makes time to exercise and makes sure the people that matter most in her life like family and friends, come first. He's learned to say no with a smile.
- ◉ Results of spending time here are
 - Control of your life
 - Balance
 - High performance



The 4 Time Quadrants

URGENT

NOT URGENT

IMPORTANT

1 THE PROCRASTINATOR

**Exam Tomorrow
Friend gets Injured
Late for School/Work
Project Due Today**

2 THE PRIORITIZER

**Planning/Goal setting
Essay due in a week
Exercise
Relationships
Relaxation**

NOT IMPORTANT

3 THE YES MAN

**Unimportant phone calls
Interruptions
Other people's problems
Peer pressure**

4 THE SLACKER

**Too much TV
Endless phone calls
Too much "tech" time
Mall marathons
Time wasters**

Group Discussion:

- Summarize each of the time quadrants in your own words.

How to increase time in Q2

- ⦿ Shrink Q1 by procrastinating less
 - Cut in half by starting on things earlier
- ⦿ Say no to Q3 activities
 - Learn to say no to unimportant things
- ⦿ Cut down on Q4, slacker activities
 - Don't stop, just do them less often

The Glass Jar Parable



Journal- “My Big Rocks”

Please answer the following in your journal:

- ⦿ What are your “first” things? What are your most important, “big rocks”?
- ⦿ What keeps you from putting these things first in your life?

How to plan!

****Take 15 minutes each WEEK to plan.****

- ◎ Step 1 – Make a list of your most important things
 - Limit the number to no more than 10
 - These are the **big rocks** & connect to your vision and mission.
 - Look at each role you fulfill (student, friend, family member, employee, individual, teammate)

WEEKLY PLAN

- ② Step 2 – Block out time for your big rocks in your agenda or on a calendar
- ② By seeing the important things listed, you can then plan when you will do them
 - Study for that test on Thursday
 - Volunteer
- ② Step 3 – Schedule Everything else
 - Fill in day with the little to-dos like daily tasks, chores, appointments

Part 2

HABIT 3

PUT FIRST THINGS FIRST

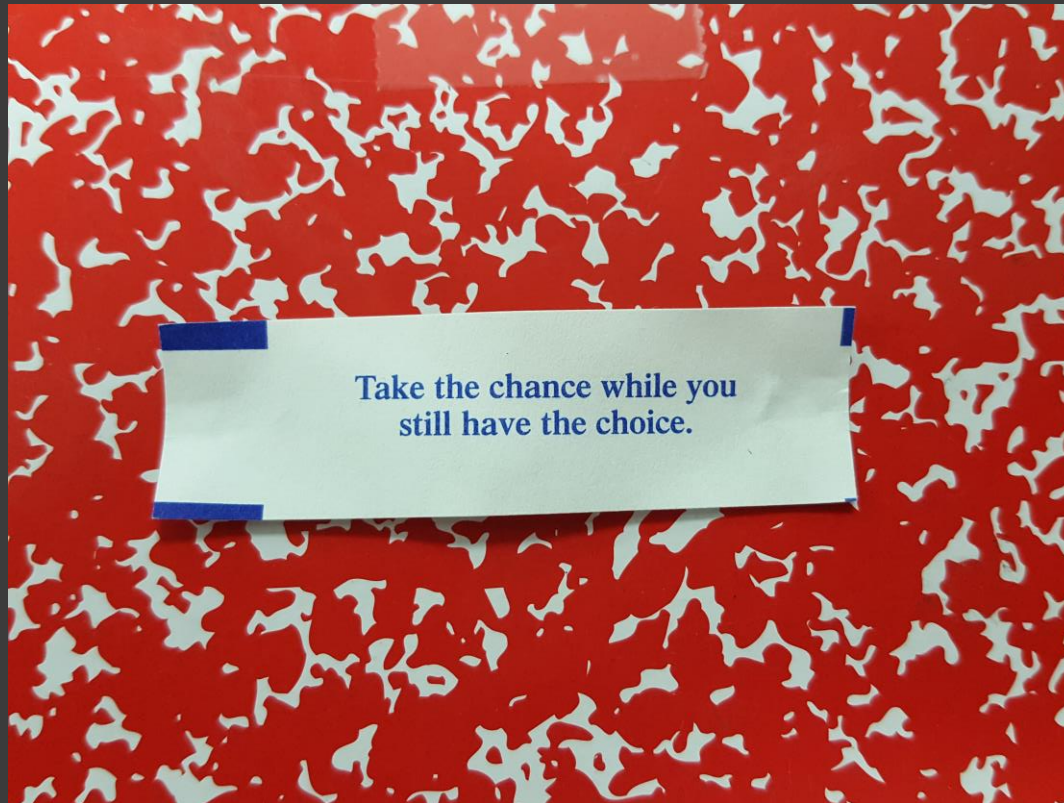
PART TWO: Overcoming Fear



Stories from “7 Habits of Highly Effective Teens”

- ◎ “Never Let Your Fears Make Your Decisions”
- ◎ Nelson Mandela story
- ◎ Winning Means Rising Each Time You Fall
- ◎ Pgs. 121-122

Fortune Cookie Wisdom!



Peer Pressure

- ⦿ Sometimes peer pressure can be so strong that you need to remove yourself from the situation.
- ⦿ To overcome peer pressure, YOU NEED TO CARE MORE ABOUT WHAT *YOU* THINK OF YOU THAN WHAT *OTHER PEOPLE* MIGHT THINK OF YOU!
- ⦿ Some peer pressure is good: having people around you who put positive pressure on you to be the best *YOU* you can be.

How can you resist peer pressure and hold to your principles? REFUSE!

- ⦿ R - Review who you are-Is this person asking me to do something against my values, my principles, my rules, my family? If so, then refuse.
- ⦿ E - Express your belief-Prepare a short comeback line such as, "That's not my style," etc. or blame your parents, "They will ground me for life."
- ⦿ F - Firm voice-state your position with a strong, not yelling, tone.
- ⦿ U - Use strong posture-using good body positioning will make them take you seriously, shoulders back, head up, looking eye to eye
- ⦿ S - Say no and don't give in-Stick to your beliefs. If you start to waver, say no again and again to gain strength.
- ⦿ E - Exit-Sometimes you just need to leave the scene.

Albert E. Gray's Common Denominator of Success

- “All successful people have the habit of doing the things failures don't like to do. They don't like doing them either necessarily. But their disliking is subordinated to the strength of their purpose.”
- Use your *will-power* to get things done that are important, whether you feel like doing it or not.

A Final Word

- Your teen years can be some of the most exciting and adventurous years of your life. So value each moment, as the poem on page 127 so beautifully communicates.
- “Value of Time”